

Chapter 7: Senior and Community Centers

Instruction / Application Form

- I. **Physical Conditions and Assessment (350 points):** Points will be awarded to each application based upon the center's documented needs.

Identify the criticalness of the problems and needs criticalness and urgency of the facility. Check the building components as **critical**, **urgent**, or **nice to have**. Document below why a component is considered critical (violation of building or health codes or safety concerns) or urgent (health and safety problems). (250 points)

A. Criticalness and Urgency of Problems

		Problem or Need Rating		
		Violation of Laws/ Bldg. Codes/ Health & Safety Concerns	Health & Safety Problems	No Violations or Health & Safety Concerns
Identified in Project Description Narrative	Identification of Problem	Critical (3)	Urgent (2)	Nice to Have (1)
(insert)		(insert ✓)	(insert ✓)	(insert ✓)
	Physical Conditions:			
	Structural Problems			
	Roof			
	Walls			
	Foundation			
	Floors			
	Weatherization			
	Expansion for Adult Daycare			
	New Center			
	Other:			
	Interior Problems:			
	Asbestos/lead based paint			
	Restrooms			
	Access for persons with disabilities			
	Electrical/plumbing/lighting			
	Heating/air conditioning			
	Fire safety			
	Unusable space			
	Other:			
	Kitchen and Food Storage:			
	Health inspection			
	Capacity of dry storage			
	Capacity of cold storage			
	Equipment			
	New Center			
	Other:			
	Access for Persons w/Disabilities:			
	Parking			
	Entry			
	Restrooms			
	New Center			
	Other:			
	SUBTOTALS (number of)			

Identify why any component considered critical or urgent is such. Provide photos when possible:

B. Facility / Building Assessment

1. For an existing facility the following should be conducted or assessed (100 points):

Completion of a facilities plan or preliminary architectural report. The plan or report should include:

- a. Information on the size, age, condition, adequacy, and suitability for continued use.
- b. Inspection or observation reports by local building officials, public works staff, design professional, or contractors (identify safety/health concerns, violations of codes or standards, if any).
- c. ADA assessments of the building and site.
- d. Energy audits of the building.
- e. When necessary, any environmental reports such as asbestos and lead-based paint testing, an ASTM Phase I (if acquiring a facility), or other reports.
- f. Capital Needs Assessment and Improvements recommendation – identifies the facility or building components. Identifies improvements that must be made in the next 10 year period, the order of need or preference, and cost estimate.
- g. Photographs of the facility.

2. For a new facility, provide (100 points):

Completion of a facilities plan or preliminary architectural report. The plan or report should include:

- a. Need for the facility and the alternatives to new construction that were considered and why new construction is the selected option.
- b. Any environmental reports such as an ASTM Phase I if a site has been designated.

- c. General description of the proposed facility including design criteria adopted for continued use and other pertinent information.
- d. Information on consistency with zoning and local plans.

Writer's Guide: Provide plans, reports, or narrative responses and additional exhibits in the appendix.

- II. **Project Implementation** (200 points). Using the categories below, the applicant must describe and document the process used to plan and implement the project and describe the components of the project. The more complete the categories and project components are, the more point the application will earn.

1. **Planning (40 points)**. Respond to the following questions.

Explain expected form of procurement for construction. (Examples: single bid, construction management, design build, owner build, or other)

Has there been any site plans, schematics, or sketches prepared for the project?

☐ Yes ☐ No

If yes, provide drawing in the appendices.

What energy efficiency considerations and operating cost savings are incorporated into the project? (Examples: LEED and/or Energy Star design criteria)

List of work that has been completed on the facility in the last year.
(Example: patched leaking roof – August 2011)

2. Design Professional (20 points):

Option 1: To receive points the applicant must have completed the design professional selection process using procurement requirements as described in the most recent Grant Administration Manual.

Option 2: However, sometimes in existing facilities, a design professional is not required and the work by qualified specialist vendors, force account, or even volunteers can be sufficient. If this is the option chosen provide convincing support for the alternative option. Approaching a project this way also requires the grantee or sub recipient to demonstrate its ability to provide competent construction management.

Writer's Guide – If option 1 attach design professional procurement documentation (example: RFP and evaluation summary in appendices).

If option 2: Explain how construction planning, design and oversight will be implemented.

3. Grant Administration (20 points): To receive points the applicant must have issued a request for proposals and completed the grant writing and administrator selection process using procurement requirements as described in the most recent Grant Administration Manual. Note: Grant Administration services estimated under \$25,000 allow for micro-purchase procedures.

Writer's Guide – attach grant administrator procurement documentation.

4. Schedule (5 points): Points will be awarded based on the project schedule completed in the general application.

Writer's Guide – Complete Project Schedule located in Chapter 5 – General Application.

5. Environmental scoping (10 points): Maximum points will be awarded if the applicant has completed the Idaho Community Development Block Grant Environmental Scoping – Field Note Checklist and mailed out environmental information request letters before submission of application.

Writer's Guide - Complete Environmental Scoping Checklist located in Chapter 5 – General Application.

6. **Property acquisition (20 points):** Full points will be awarded if the applicant or sub recipient has site control, that is, that the applicant or sub recipient has ownership of the property including easements or right of way permits or has an option to purchase pending completion of the environmental release.

If property, including land, building, rights-of-way and easements is not secured but is identified on a plat map, 5 points will be awarded.

Writer's Guide – This information should have been completed in Chapter 5 – General Application.

7. **Cost analysis (20 points):** The detailed cost analysis sheet should be completed in general application.

Writer's Guide – Cost Analysis will be based upon information provided in Chapter 5 – General Application.

8. **Applicant administrative capacity (65 points):** Points will be awarded based on:

- a. The applicant's grant project track record and the general ability of the city or county. Department staff may review financial audit reports, staff turnover, and recall elections to help make a determination. If sub-recipient, provide description of the agency's governing structure or framework such as nonprofit corporation, district, or association and the board composition. (25 points)

Writer's Guide – Administrative Capacity will be based upon information provided in Chapter 5 – General Application.

- b. Has the applicant completed an ADA/Section 504 self-assessment of the accessibility of its public programs and facilities and also completed a Transition Plan? (5 points) ____ Yes ____ No
If yes, the Grantee maybe required to provide the assessment and plan upon request.

- c. Document that Fair Housing Accessibility Standards have been incorporated into the adopted building code. Applicant must have adopted the standards either separately or inclusively with most current building codes utilized by the applicant. (5 points)

What is the current edition of the building code adopted by the applicant?

Are the Fair Housing Accessibility Standards a component of the building code?

- d. Provide an operating income statement pro forma for the facility (revenue/expenses) for three years designating income sources operating cost (include: staff, insurance, utilities, maintenance, reserves for repair and replacement, etc.) (15 points)

Writer's Guide – provide documentation in appendices

- e. Does the sub recipient have unrestricted cash reserves in the amount of at least 5% of estimated construction cost to cover unforeseen expenses such as higher than expected bids or necessary change orders? This cash reserve is in addition to contingencies in the cost estimate and cash match committed to the project in the budget. This can be in the form of a line of credit, a loan commitment, or a cash commitment from the applicant.

___ Yes ___ No

If yes, identify the form. _____

If no, what changes to the scope of work is the sub recipient prepared to make to reduce the project cost by at least 10%? _____

(15 points)

III. Benefits (150 points)

1. Activities provided (100 points):

List the number and frequency of activities and services the center is providing to seniors, the neighborhood and the community on a monthly basis. Applicants should include activities and services such as health, recreation, nutrition, educational and transportation programs. Put a check mark (✓) to indicate if the activity exists or is proposed.

Senior/Community Center Activities

Activity	Existing Activity (insert: ✓)	Proposed Activity (insert: ✓)	No. of Days Offered Per Month*	Facilitated By
Health				
Recreation				
Meals				
Other				
Totals				
This facility is open to the seniors/community _____ days per year				

* A service/activity that is offered 6 times per year = .5 days per month

2. **Outreach (50 points).** Describe the center's existing and/or proposed affirmative marketing and outreach efforts aimed at including participation by low-and-moderate-income persons, racial and ethnic minorities, disabled persons, non-English speakers, or other groups that might not ordinarily participate in center activities.

IV. **Project Local Match (100 points):** Measures the amount of cash and in-kind donations that are committed to just the CDBG project. A commitment letter must be provided in the appendix. If local match is a bond, the applicant must provide documentation that the bond has passed and who will buy it. The CDBG project can include prior planning, design, and property acquisition.

- A. **Project local match (60 points):** This criterion measures the percentage of local matching funds committed to the ICDBG project. It is direct matching funds to just the ICDBG project. "Local match" includes cash on hand, in-kind, force account, bonds, revolving loan funds, urban renewal funds, or resort city tax.

Writer's Guide: match information will be taken from the budget sheet in the general chapter V.

- B. **Project other (government and private funds) match (40 points):** This measures the percentage of non-local funds committed to the project which includes private, state, and federal sources used to fund the ICDBG project. It is other match to just the ICDBG project. Some examples "other match" include: USDA-Rural Development grant and private funds.

Writer's Guide: match information will be taken from the budget sheet in the general chapter V.